

# AGENDA

## CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

**Friday, June 25, 2021**  
**8:30 a.m.**

**Members**

[Henrico County Western Government Center](#)

4301 East Parham Rd, Henrico, VA 23228

Town of Ashland

Charles City  
County

Chesterfield  
County

Goochland  
County

Hanover County

Henrico County

New Kent  
County

Powhatan  
County

City of  
Richmond

VA House of  
Delegates

Senate of VA

Commonwealth  
Transportation  
Board

VDRPT  
VDOT  
GRTC  
RMTA

Members of the public may observe the meeting via YouTube Live Streaming at [www.youtube.com/c/PlanRVA](http://www.youtube.com/c/PlanRVA). Opportunities for sharing comments are described in the [Public Participation](#) guide on the [www.PlanRVA.org](http://www.PlanRVA.org) website.

**CALL TO ORDER** (Thornton) .....

**WELCOME AND INTRODUCTIONS** (Thornton) .....

**PLEDGE OF ALLEGIANCE** (Thornton) .....

**STATEMENT REGARDING VIRTUAL MEETINGS** (Parsons) ..... page 1

**ROLL CALL & CERTIFICATION OF A QUORUM** (Thornton) .....

**A. ADMINISTRATION**

**1. Consideration of Amendments to the Action Meeting Agenda**  
(Thornton).....

**2. Approval of May 28, 2021 CVTA Action Meeting Minutes**  
(Thornton)..... page 2  
**Action Requested**

**3. Open Public Comment Period**  
(Thornton/5 minutes).....

**4. CVTA Chairman’s Report**  
(Thornton).....

- a. Authority Education Roundtable  
(Cat Anthony, Virginia Capital Trail Foundation/Jason Powell,  
Senate Finance/30 minutes).....
  - i. Capital Trail Foundation Update
  - ii. Transportation Funding in Virginia - Overview

**B. COMMITTEE REPORTS**

**5. CVTA Finance Committee Update**

*(Stoney)* ..... page 15

a. **Financial Activities Report**

*(Heeter/5 minutes)*..... page 16

**Information Item:** Staff will provide an overview of financial activities.

b. **Memorandum of Agreement (MOA) – CVTA/Localities**

*(Heeter/5 minutes)*.....

**Information Item:** Staff will provide an update on the local review of the draft Memorandum of Agreement (MOA) with the member localities.

**6. CVTA Technical Advisory Committee Update**

*(Eure/15 minutes)*..... page 17

a. **Fall Line Commitment – Letters**

**Action Item:** Motion to distribute the letters.

b. **FY22 Local Allocation Plan**

**Action Item:** Motion to adopt the FY22 Local Allocation Plan as presented.

c. **Regional Project Prioritization**

**Information Item:** Update from Subcommittee

d. **Transit Service Governance Report**

**Information Item:** Update from TAC

**7. Appointment of the CVTA Personnel Committee**

*(Thornton/5 minutes)*.....

**Information Item:** Mr. Thornton will announce the membership of the ad hoc Personnel Committee for the CVTA.

**8. Second Reading of the CVTA Bylaws Amendment**

*(Gregory/10 minutes)*..... page 26

**Action Item:** Motion to approve amendment to the Bylaws per first reading on May 28, 2021.

**9. CVTA Nominating Committee Update**

*(Paige/5 minutes)*.....

**C. OTHER BUSINESS**

**10. FY22 Regional Public Transportation Plan**

*(Torres, GRTC/10 minutes)*.....

a. **Summary Document**

b. **FY22 Regional Public Transportation Plan Draft: May 14, 2021**

**Action Item:** Motion to accept the FY22 Regional Public Transportation Plan as fulfillment of legislative requirements.

**11. CVTA Member Comments**

*(Thornton/5 minutes)*.....

**12. Next Meeting: July 16, 2021**

*(Thornton)*.....

**D. ADJOURNMENT**

## Opening Statement for Electronic Meetings

Due to the 2020 COVID-19 virus and current guidance regarding physical distancing to reduce the potential for spread, meetings of the Central Virginia Transportation Authority are accessible in a virtual format in accordance with provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia during the period of the Governor's State of Emergency Declaration for COVID-19.

While we meet in a remote/virtual format, we remain committed to public accessibility and opportunity to participate. Staff provided notice of this meeting to members and the public on June 17, 2021 through electronic posting on the PlanRVA website and email distribution of notice to members, alternates, and known interested parties, including the media.

This meeting will be recorded. Audio and visual recordings of the meeting and materials will be posted on the PlanRVA website within 48 hours of this meeting.

Any member of the public participating as an observer during the meeting today may submit comments or questions at any time prior to or during the meeting via email at [CVTA@PlanRVA.org](mailto:CVTA@PlanRVA.org). All comments and questions submitted at this time will be reviewed following the meeting and to the extent practical, responses will be provided or posted on the PlanRVA website.

We ask that members identify themselves first when speaking so we can more accurately record the activities of the meeting. All lines should be muted to minimize additional noise and feedback. You may unmute your line at any time to request acknowledgement from the Chair.

Please let us know if you have any questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate.

By providing this statement, staff certifies that we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.

Please indicate your presence by saying "HERE" when your name is called during a roll call. Anyone who wishes to identify themselves following the roll call of members will be invited to do so.

## **Agenda Item A.2.**

*Minutes of the May 28, 2021 Central Virginia  
Transportation Authority (CVTA) Action Meeting*

1

### **REQUESTED ACTION**

*The CVTA is requested to approve the Minutes of the May 28, 2021 CVTA action meeting as presented.*

**CENTRAL VIRGINIA TRANSPORTATION AUTHORITY**

**MINUTES OF ACTION MEETING**

**Friday, May 28, 2021**

**8:30 a.m.**

**VDOT Richmond District Office & Zoom**

**Members Present:**

<b>Jurisdiction/Agency</b>	<b>Member</b>	<b>Present</b>	<b>Absent</b>
<b>Town of Ashland</b>	John H. Hodges	x	
<b>Charles City County</b>	William G. Coada		x
<b>Chesterfield County</b>	Kevin P. Carroll, Vice Chair	x	
<b>Goochland County</b>	Neil Spoonhower	x	
<b>Hanover County</b>	W. Canova Peterson	x	
<b>Henrico County</b>	Frank J. Thornton, Chair	x	
<b>New Kent County</b>	Patricia A. Paige	x	
<b>Powhatan County</b>	David T. Williams	x	
<b>City of Richmond</b>	Dr. Cynthia Newbille (Designee)	x	
<b>VA House of Delegates</b>	Delegate Delores McQuinn (virtual)	x	
<b>Senate of Virginia</b>	Senator Jennifer L. McClellan (virtual)	x	
<b>Commonwealth Transportation Board</b>	Carlos M. Brown (virtual)	x	

**Non-Voting Ex-Officio**

<b>Agency</b>	<b>Member</b>	<b>Present</b>	<b>Absent</b>
<b>VDRPT</b>	Jennifer Mitchell (virtual)	x	
<b>VDOT</b>	Shane Mann (Designee)	x	
<b>GRTC Transit System</b>	Julie Timm (virtual)	x	
<b>RMTA</b>	Joi Taylor Dean (virtual)	x	

The Central Virginia Transportation Authority meeting was held in person at the VDOT Richmond District Office in Colonial Heights and by electronic communication means as set forth by the April 22, 2020 actions of the General Assembly in response to the continued spread of novel coronavirus, or COVID-19. The technology used for this meeting was a web-hosted service created by Zoom and YouTube Live Streaming and was open and accessible for participation by members of the public. Voting record tables are attached to the action meeting minutes in Appendix A. A recording of this meeting is available on the [Plan RVA YouTube Channel](#).

## **CALL TO ORDER**

The Central Virginia Transportation Authority (CVTA) Chairman, Frank J. Thornton, presided and called the May 28, 2021 Central Virginia Transportation Authority action meeting to order at 8:33 a.m.

## **ATTENDANCE ROLL CALL & CERTIFICATION OF MEETING QUORUM**

Nicole Mueller, Program Coordinator for the RRTPO at PlanRVA, took attendance by roll call and certified that a quorum was present.

### **A. ADMINISTRATION**

#### **1. Consideration of Amendments to the Action Meeting Agenda**

Chair Thornton requested that the following item be moved up to be presented after item A.4. CVTA Chairman's Report:

- Item 6. CVTA Technical Advisory Committee Update
  - a. Certification Reporting – Member Spending Plans
  - b. Regional Project Prioritization
  - c. Transit Service Governance Report

On motion of Kevin P. Carroll, seconded by David T. Williams, the Authority unanimously approved the agenda of the May 28, 2021 meeting by acclamation as amended (voice vote).

#### **2. Approval of April 30, 2021 CVTA Action Meeting Minutes**

There were no comments or corrections to the April 30, 2021 CVTA action meeting minutes.

On motion of W. Canova Peterson, seconded by John H. Hodges, the Authority unanimously approved the minutes of the April 30, 2021 CVTA action meeting by acclamation as presented (voice vote).

#### **3. Open Public Comment Period**

There were no requests to address the CVTA.

#### **4. CVTA Chairman's Report**

Chair Thornton expressed his appreciation for everyone joining the meeting in-person and virtually at VDOT's Richmond District Office in Chesterfield County.

### **B. COMMITTEE REPORTS**

#### **5. CVTA Technical Advisory Committee Update**

- b. Regional Project Prioritization

After a lengthy discussion on a proposed motion (see below) by Chair Thornton, the Authority took a recess. After a 5-minute break, the Authority reconvened, and Chairman Thornton proposed to take action.

On motion of Kevin P. Carroll, seconded by W. Canova Peterson, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution (see Appendix A):

**Resolved**, that the Central Virginia Transportation Authority directs CVTA staff to draft letters on behalf of the CVTA to: 1) the Secretary of

Transportation and CTB indicating the CVTA's commitment to providing the required match for the consensus scenario Round 4 Smart Scale allocations directed to additional Fall Line Trail projects; and 2) federal representatives indicating the CVTA's commitment to making the completion of the trail a regional priority. Also, direct the CVTA Technical Advisory Committee (TAC) to work with VDOT and CVTA staff to establish a budget, timeline, cash flow and project management resources to fully fund and complete all sections of the Fall Line Trail located within the CVTA member localities that do not have other committed funding sources; and report back to the Finance Committee, as well as the full Authority by their August 2021 meetings. Furthermore, direct the CVTA TAC and CVTA staff to coordinate with the four member localities that do not directly benefit from the Fall Line Trail to define their regional priority project needs and develop a draft funding plan for each of those projects.

## 6. CVTA Finance Committee Update

### b. Support Services Memorandum of Understanding (MOU)

A Memorandum of Understanding for Support Services between the CVTA and PlanRVA was included in the packet for Authority member consideration. It shows the markup reflecting changes from the current MOU in place through the end of June and the proposed changes for the new Fiscal Year.

The Finance Committee members reviewed the proposed MOU at the May meeting and recommend approval of the MOU, incorporating all tracked changes for execution. In general, the proposed MOU extends provision of support services through the end of Fiscal Year 2022 by PlanRVA with updates to responsibilities in alignment with our established financial management policies and procedures, fiscal agent agreements and current discussion regarding future staffing needs and CVTA activities. Total compensation to PlanRVA is not to exceed \$210,000 for staff expenses. PlanRVA will continue to incur all other operating expenses on the CVTA's behalf and submit for reimbursement of all expenses quarterly. Ms. Heeter talked through the specifics of the MOU and answered additional questions.

By unanimous consent, the Authority agreed to consider and amend the following: The members agreed to strike the word "*support*" and insert the words "*provide oversight*" to read "~~Support~~ **Provide oversight** of Chesterfield County and City of Richmond in assuring timely completion and reporting of activities outlined in the fiscal agent agreements [...]." (MOU Section C.7.d. Support Services Available)

On motion of Neil Spoonhower, seconded by Kevin P. Carroll, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution as recommended by the CVTA Finance Committee (see Appendix A):

**RESOLVED**, that the Central Virginia Transportation Authority (CVTA) approves the Support Services MOU with PlanRVA for FY 2022 as amended and authorizes the Chairman to execute.



c. Draft Memorandum of Agreement (MOA) – CVTA/Localities

The Finance Committee reviewed the draft MOA with localities at the May meeting. The MOA has been circulated to all localities via the TAC and local legal counsel and requested revisions have been incorporated into the draft presented. All member localities will have the same draft, except that Hanover County and the Town of Ashland will have an additional paragraph to address their unique determination of allocations process. Members are asked to provide comment on the draft so all necessary edits may be incorporated.

Pending further revisions, staff requests the Authority approve the MOA as to form for official distribution and requested action by the member localities. Mr. Gregory walked through the specifics of the MOA.

On motion of W. Canova Peterson, seconded by David T. Williams, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution as recommended by the CVTA Finance Committee (see Appendix A):

**RESOLVED**, that the Central Virginia Transportation Authority (CVTA) approves the MOA between the CVTA and the localities as to form for official distribution and requested action by the member localities.

d. Future Needs of the CVTA

i. Staffing Needs

The Finance Committee members participated in a discussion led by Chairman Stoney as a follow up to the April Authority meeting presentations by Monica Backmon (NVTA) and Kevin Page (HRTAC) on their staffing models.

Following significant discussion, a motion was made which was carried (3-Y 2-N) to direct PlanRVA staff to develop job descriptions for an Executive Director, Executive Assistant, and such other roles as are deemed appropriate with the objective to fill these roles within the next six months.

On motion of Kevin P. Carroll, seconded by David T. Williams, the original motion was unanimously deferred by a vote of acclamation (voice vote). A substitute motion was introduced.

On motion of Kevin P. Carroll, seconded by Neil Spoonhower, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution (see Appendix A):

**RESOLVED**, that the Central Virginia Transportation Authority (CVTA) Chair creates an ad hoc personnel committee to study the staffing needs and charges the committee with a timeline to report back to the Authority with staffing solutions.

PlanRVA staff is prepared to coordinate with the HR Roundtable as representatives are available and to work with the Personnel Committee to make recommendations for future staffing needs.

ii. **Project Financing**

The Finance Committee members heard a presentation from Davenport – the financial advisors for Chesterfield County - regarding: Hypothetical Borrowing Capacity, Comparison of debt load with Other Regional Authorities, Moody's Special Tax Rating Overview, and Borrowing Considerations. The presentation was very helpful in considering the options the Authority might consider in advancing regional projects ranging from a pay-go model to bond issuance.

On motion of Kevin P. Carroll, seconded by David T. Williams, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution (see Appendix A):

**RESOLVED**, that the Central Virginia Transportation Authority (CVTA) recommends to the CVTA Finance Committee to develop and issue an RFP to procure a Financial Advisor and Bond Counsel.

**7. CVTA Nominating Committee Update**

CVTA Chair Thornton appointed the following members to the CVTA Nominating Committee:

- Patricia A. Paige, Chair of the CVAT Nominating Committee, New Kent County
- W. Canova Peterson, Hanover County
- John H. Hodges, Town of Ashland
- David T. Williams, Powhatan County

At the May 25, 2021 meeting, the committee members discussed the charge of the committee and Mr. Gregory advised as to the content of the Bylaws.

Per the CVTA Bylaws, the officers' (Chair and Vice-Chair) terms of office will expire at the end of June 2021 (or until their successors are elected). New officers are to be elected at the annual meeting, which is the regular meeting in July (See Bylaws, Art. IV(A)). Officers are eligible for reelection for an additional one-year term (See Bylaws, Art. III(B)). At the June Authority meeting, the Nominating Committee will submit a slate of officers (Chair and Vice-Chair) for election by the board.

The Nominating Committee unanimously agreed to recommend the following persons to serve as Chair and Vice Chair for fiscal year 2022:

- Frank Thornton, Chair
- Kevin Carroll, Vice Chair

This recommendation will be included as part of the election item in the July Authority meeting agenda.

The Committee also discussed the provisions of the Bylaws relating to membership of the Finance Committee. The Bylaws provide that the Finance Committee includes five (5) members of the Authority: three (3) of these members are representatives of the jurisdictions with the highest population (Chesterfield, Henrico and Richmond), while the remaining two (2) are to be appointed by the Authority.

The Nominating Committee recommended the Authority consider vesting responsibility with the Nominating Committee for recommendation of names of persons to serve in the two (2) seats of the Finance Committee to be appointed by the Authority, which would require an amendment to the Bylaws. Until such time, the Authority, as a body, holds responsibility for determining the persons who will serve on the Finance Committee in the two (2) open seats.

On motion of David T. Williams, seconded by John H. Hodges, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution (voice vote):

**Resolved**, that the Central Virginia Transportation Authority consider vesting responsibility with the Nominating Committee for recommendation of names of persons to serve in the two (2) seats of the Finance Committee to be appointed by the Authority.

**Further Resolved**, that the Central Virginia Transportation Authority waives the germaneness for the Bylaws amendment.

**C. OTHER BUSINESS**

**9. First Reading of the CVTA Bylaws Amendments**

On motion of W. Canova Peterson, seconded by Neil Spoonhower, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution (see Appendix A):

**Resolved**, that the Central Virginia Transportation Authority approves the first reading of the CVTA Bylaws amendments.

**11. Next CVTA Authority Meeting: June 25, 2021**

The next action meeting will be held on June 25, 2021, beginning at 8:30 a.m. at a place to be determined.

**D. ADJOURNMENT**

Chairman Thornton adjourned the meeting at 11:14 a.m. on May 28, 2021.

CAP/nm

Motion as presented: The details of the motion can be found in the May 28, 2021 meeting minutes under item B.5.b.  
 First: Carroll  
 Second: Peterson

Select location of proposed service/facility = N/A

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"	WEIGHTED	
			"Yay"	"Nay"	Abstain	Absent			"Yay"	"Nay"
Ashland	7,553	1	1				Ok	7,553	1	0
Charles City	7,331	1				1	Ok	-	0	0
Chesterfield	333,450	4	1				Ok	333,450	4	0
Goochland	22,277	2	1				Ok	22,277	2	0
Hanover	96,460	3	1				Ok	96,460	3	0
Henrico	320,717	4	1				Ok	320,717	4	0
New Kent	20,468	2	1				Ok	20,468	2	0
Powhatan	28,442	2	1				Ok	28,442	2	0
Richmond	217,938	4	1				Ok	217,938	4	0
Delegate		1	1				Ok		1	0
Senator		1	1				Ok		1	0
CTB Member		1	1				Ok		1	0
*Jul. 1, 2015 Weldon Cooper	<b>1,054,636</b>	<b>26</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>12</b>	<b>1,047,305</b>	<b>25</b>	<b>0</b>

OVERALL VOTE = PASS

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS

Motion as presented: Motion to approve the Support Services MOU with PlanRVA for FY22 as amended and authorize the Chairman  
 First: Spoonhower to execute. (B.6.b.)  
 Second: Carroll

Select location of proposed service/facility = N/A

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"	WEIGHTED	
			"Yay"	"Nay"	Abstain	Absent			"Yay"	"Nay"
Ashland	7,553	1	1				Ok	7,553	1	0
Charles City	7,331	1				1	Ok	-	0	0
Chesterfield	333,450	4	1				Ok	333,450	4	0
Goochland	22,277	2	1				Ok	22,277	2	0
Hanover	96,460	3	1				Ok	96,460	3	0
Henrico	320,717	4	1				Ok	320,717	4	0
New Kent	20,468	2	1				Ok	20,468	2	0
Powhatan	28,442	2	1				Ok	28,442	2	0
Richmond	217,938	4	1				Ok	217,938	4	0
Delegate		1	1				Ok		1	0
Senator		1	1				Ok		1	0
CTB Member		1	1				Ok		1	0
*Jul. 1, 2015 Weldon Cooper	<b>1,054,636</b>	<b>26</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>12</b>	<b>1,047,305</b>	<b>25</b>	<b>0</b>

OVERALL VOTE = PASS

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS

Motion as presented: Motion to approve the MOA as to form for official distribution and requested action by the member localities.  
 First: Peterson (B.6.c.)  
 Second: Williams

Select location of proposed service/facility = N/A

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"	WEIGHTED	
			"Yay"	"Nay"	Abstain	Absent			"Yay"	"Nay"
Ashland	7,553	1	1				Ok	7,553	1	0
Charles City	7,331	1				1	Ok	-	0	0
Chesterfield	333,450	4	1				Ok	333,450	4	0
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New Kent	20,468	2	1				Ok	20,468	2	0
Powhatan	28,442	2	1				Ok	28,442	2	0
Richmond	217,938	4	1				Ok	217,938	4	0
Delegate		1	1				Ok		1	0
Senator		1	1				Ok		1	0
CTB Member		1	1				Ok		1	0
*Jul. 1, 2015 Weldon Cooper	<b>1,054,636</b>	<b>26</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>12</b>	<b>1,047,305</b>	<b>25</b>	<b>0</b>

OVERALL VOTE = PASS

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS

Motion as presented: Motion to create an ad hoc personnel committee (substitute motion).  
 First: Carroll (B.6.d.i.)  
 Second: Spoonhower

Select location of proposed service/facility = N/A

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"	WEIGHTED	
			"Yay"	"Nay"	Abstain	Absent			"Yay"	"Nay"
Ashland	7,553	1	1				Ok	7,553	1	0
Charles City	7,331	1				1	Ok	-	0	0
Chesterfield	333,450	4	1				Ok	333,450	4	0
Goochland	22,277	2	1				Ok	22,277	2	0
Hanover	96,460	3	1				Ok	96,460	3	0
Henrico	320,717	4	1				Ok	320,717	4	0
New Kent	20,468	2	1				Ok	20,468	2	0
Powhatan	28,442	2	1				Ok	28,442	2	0
Richmond	217,938	4	1				Ok	217,938	4	0
Delegate		1	1				Ok		1	0
Senator		1				1	Ok		0	0
CTB Member		1	1				Ok		1	0
*Jul. 1, 2015 Weldon Cooper	<b>1,054,636</b>	<b>26</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>12</b>	<b>1,047,305</b>	<b>24</b>	<b>0</b>

OVERALL VOTE = PASS

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS

Motion as presented: Motion to recommend to the FC to develop and issue an RFP to procure a Financial Advisor and Bond Counsel.  
 First: Carroll (B.6.d.ii.)  
 Second: Williams

Select location of proposed service/facility = N/A

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"	WEIGHTED	
			"Yay"	"Nay"	Abstain	Absent			"Yay"	"Nay"
Ashland	7,553	1	1				Ok	7,553	1	0
Charles City	7,331	1				1	Ok	-	0	0
Chesterfield	333,450	4	1				Ok	333,450	4	0
Goochland	22,277	2	1				Ok	22,277	2	0
Hanover	96,460	3	1				Ok	96,460	3	0
Henrico	320,717	4	1				Ok	320,717	4	0
New Kent	20,468	2	1				Ok	20,468	2	0
Powhatan	28,442	2	1				Ok	28,442	2	0
Richmond	217,938	4	1				Ok	217,938	4	0
Delegate		1	1				Ok		1	0
Senator		1	1				Ok		1	0
CTB Member		1	1				Ok		1	0
*Jul. 1, 2015 Weldon Cooper	<b>1,054,636</b>	<b>26</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>12</b>	<b>1,047,305</b>	<b>25</b>	<b>0</b>

OVERALL VOTE = PASS

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS



Motion as presented: Motion to approve the first reading of the CVTA Bylaws amendments. (C.9.)  
 First: Peterson  
 Second: Spoonhower

Select location of proposed service/facility = N/A

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"
			"Yay"	"Nay"	Abstain	Absent		
Ashland	7,553	1	1				Ok	7,553
Charles City	7,331	1				1	Ok	-
Chesterfield	333,450	4	1				Ok	333,450
Goochland	22,277	2	1				Ok	22,277
Hanover	96,460	3	1				Ok	96,460
Henrico	320,717	4	1				Ok	320,717
New Kent	20,468	2	1				Ok	20,468
Powhatan	28,442	2	1				Ok	28,442
Richmond	217,938	4	1				Ok	217,938
Delegate		1	1				Ok	
Senator		1				1	Ok	
CTB Member		1				1	Ok	
*Jul. 1, 2015 Weldon Cooper	<b>1,054,636</b>	<b>26</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>12</b>	<b>1,047,305</b>

WEIGHTED	
"Yay"	"Nay"
1	0
0	0
4	0
2	0
3	0
4	0
2	0
2	0
4	0
1	0
0	0
0	0
<b>23</b>	<b>0</b>

OVERALL VOTE = PASS

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS

## **Agenda Item B.5.**

### *CVTA Finance Committee Update*

2

a. *Financial Activities Report*

Information Item: *Staff will provide an overview of financial activities.*

b. *Memorandum of Agreement (MOA) – CVTA/Localities*

Information Item: *Staff will provide an update on the local review of the draft Memorandum of Agreement (MOA) with the member localities.*

**CENTRAL VIRGINIA TRANSPORTATION AUTHORITY**

**Tax Collections and Allocations  
For the Fiscal Year Ended June 30, 2021**

	October	November	December	January	February	March	YTD
<b>Local Distribution Fund</b>							
<b>Receipt of Taxes:</b>							
Sales and Use Tax	\$ 10,162,806	\$ 10,562,127	\$ 12,814,259	\$ 9,605,223	\$ 9,032,365	\$ 12,415,960	\$ 64,592,738
Local Fuels Tax	11,503,190	4,035,346	3,586,187	3,755,649	3,558,066	3,111,091	29,549,529
<b>Total Receipt of Taxes</b>	<b>21,665,996</b>	<b>14,597,473</b>	<b>16,400,445</b>	<b>13,360,872</b>	<b>12,590,431</b>	<b>15,527,051</b>	<b>94,142,267</b>
<b>Cash Outflows &amp; Transfers:</b>							
<b>Transfers:</b>							
Operating Fund	500,000	-	-	-	-	-	500,000
Regional Fund	7,408,099	5,109,116	5,740,156	4,676,305	4,406,651	5,434,468	32,774,794
GRTC Fund / Payments to GRTC	3,174,899	2,189,621	2,460,067	2,004,131	1,888,565	2,329,058	14,046,340
<b>Total transfers</b>	<b>11,082,998</b>	<b>7,298,736</b>	<b>8,200,223</b>	<b>6,680,436</b>	<b>6,295,215</b>	<b>7,763,525</b>	<b>47,321,134</b>
<b>Local Distributions:</b>							
Ashland	38,160	24,617	27,167	22,190	20,580	25,467	158,181
Charles City	52,989	38,817	42,382	35,287	38,624	45,189	253,287
Chesterfield	3,257,491	2,197,053	2,451,795	1,960,019	1,823,513	2,242,807	13,932,679
Goochland	361,047	190,159	202,893	175,430	150,008	179,304	1,258,841
Hanover	1,545,245	996,836	1,100,089	898,552	833,343	1,031,268	6,405,333
Henrico	3,090,675	2,235,305	2,671,725	2,061,947	2,015,399	2,522,424	14,597,477
New Kent	426,457	233,814	153,254	180,061	165,329	161,364	1,320,278
Powhatan	263,880	171,114	182,367	161,457	138,734	164,704	1,082,256
Richmond	1,547,055	1,211,020	1,368,550	1,185,494	1,109,686	1,390,997	7,812,802
<b>Total local distributions</b>	<b>10,582,998</b>	<b>7,298,736</b>	<b>8,200,223</b>	<b>6,680,436</b>	<b>6,295,215</b>	<b>7,763,525</b>	<b>46,821,134</b>
<b>Local Distribution Fund ending balance</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (0)</b>	<b>\$ (0)</b>
<b>Operating Fund</b>							
Transfer from Local Distribution Fund	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Payment of operating costs	-	-	-	(120,686)	-	(61,238)	(181,924)
<b>Operating Fund ending balance</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (120,686)</b>	<b>\$ -</b>	<b>\$ (61,238)</b>	<b>\$ 318,076</b>
<b>Regional Fund</b>							
Transfer from Local Distribution Fund	\$ 7,408,099	\$ 5,109,116	\$ 5,740,156	\$ 4,676,305	\$ 4,406,651	\$ 5,434,468	\$ 32,774,794
Interest income	-	-	-	222	1,340	1,918	3,480
<b>Regional Fund ending balance</b>	<b>\$ 7,408,099</b>	<b>\$ 5,109,116</b>	<b>\$ 5,740,156</b>	<b>\$ 4,676,527</b>	<b>\$ 4,407,991</b>	<b>\$ 5,436,385</b>	<b>\$ 32,778,274</b>
<b>GRTC Fund</b>							
Transfer from Local Distribution Fund	\$ 3,174,899	\$ 2,189,621	\$ 2,460,067	\$ 2,004,131	\$ -	\$ -	\$ 9,828,718
Payments to GRTC	-	-	-	(9,828,718)	-	-	(9,828,718)
<b>GRTC Fund ending balance</b>	<b>\$ 3,174,899</b>	<b>\$ 2,189,621</b>	<b>\$ 2,460,067</b>	<b>\$ (7,824,587)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (0)</b>

**Notes:**

- \* Local fuels tax effective July 1, 2020 / S&U tax effective October 1, 2020
- \* Activity month is reported. CVTA receives funds two months after the activity month (i.e. January tax is remitted to VDOT in February then remitted to CVTA in March)
- \* October includes July through October tax collections.

## **Agenda Item B.6.**

### *CVTA Technical Advisory Committee Update*

a. *Fall Line Commitment – Letters*

**Action Requested:** *Motion to distribute the letters.*

b. *FY22 Local Allocation Plan*

**Action Requested:** *Motion to adopt the FY22 Local Allocation Plan as presented.*

c. *Regional Project Prioritization*

**Information Item:** *Update from Subcommittee*

d. *Transit Service Governance Report*

**Information Item:** *Update from TAC*

3



June 14, 2021

Tim Kaine  
United States Senate  
231 Russell Senate Office Building  
Washington, D.C. 20510

Dear Senator Kaine:

On behalf of the Central Virginia Transportation Authority, I am writing to share the excitement that the Authority holds regarding our ability to advance key regional transportation improvements in the Richmond Region. One particular project that the CVTA is committed to making a reality is the Fall Line. As you know, this 43-mile regional trail will course through seven localities, cross the Chickahominy, James, and Appomattox Rivers, and connect with parks, businesses, and schools along the way. Running north to south, the Fall Line will be the spine of a regional trail network connecting with the Virginia Capital Trail in Richmond and the Appomattox River Trail in Petersburg.

As we near the end of its first year of operation, we wanted to share with you that the CVTA is committed to making the completion of the trail a regional priority.

We strive to be a resource for our region and provide much-needed transportation funding for regional priority projects, and I continue to view our partnership with you and the rest of Virginia's delegation in the highest regard. Thank you for your dedication to your constituents and I look forward to a long, productive relationship.

Sincerely,

A handwritten signature in black ink that reads "Frank J. Thornton". The signature is written in a cursive, slightly slanted style.

Frank J Thornton  
Chair

CAP

pc: Kevin Carroll, CVTA Vice Chair



June 14, 2021

Donald McEachin  
United States House of Representatives  
314 Cannon House Office Building  
Washington, DC 20515

Dear Representative McEachin:

On behalf of the Central Virginia Transportation Authority, I am writing to share the excitement that the Authority holds regarding our ability to advance key regional transportation improvements in the Richmond Region. One particular project that the CVTA is committed to making a reality is the Fall Line. As you know, this 43-mile regional trail will course through seven localities including the Fourth District, cross the Chickahominy, James, and Appomattox Rivers, and connect with parks, businesses, and schools along the way. Running north to south, the Fall Line will be the spine of a regional trail network connecting with the Virginia Capital Trail in Richmond and the Appomattox River Trail in Petersburg.

As we near the end of its first year of operation, we wanted to share with you that the CVTA is committed to making the completion of the trail a regional priority.

We strive to be a resource for our region and provide much-needed transportation funding for regional priority projects, and I continue to view our partnership with you and the rest of Virginia's delegation in the highest regard. Thank you for your dedication to your constituents and I look forward to a long, productive relationship.

Sincerely,

A handwritten signature in black ink that reads "Frank J. Thornton". The signature is written in a cursive, flowing style.

Frank J Thornton  
Chair

CAP

pc: Kevin Carroll, CVTA Vice Chair



June 14, 2021

Abigail Spanberger  
United States House of Representatives  
1431 Longworth HOB  
Washington, DC 20515

Dear Representative Spanberger:

On behalf of the Central Virginia Transportation Authority, I am writing to share the excitement that the Authority holds regarding our ability to advance key regional transportation improvements in the Richmond Region. One particular project that the CVTA is committed to making a reality is the Fall Line. As you know, this 43-mile regional trail will course through seven localities including the Seventh District, cross the Chickahominy, James, and Appomattox Rivers, and connect with parks, businesses, and schools along the way. Running north to south, the Fall Line will be the spine of a regional trail network connecting with the Virginia Capital Trail in Richmond and the Appomattox River Trail in Petersburg.

As we near the end of its first year of operation, we wanted to share with you that the CVTA is committed to making the completion of the trail a regional priority.

We strive to be a resource for our region and provide much-needed transportation funding for regional priority projects, and I continue to view our partnership with you and the rest of Virginia's delegation in the highest regard. Thank you for your dedication to your constituents and I look forward to a long, productive relationship.

Sincerely,

Frank J Thornton  
Chair

CAP

pc: Kevin Carroll, CVTA Vice Chair



June 14, 2021

Shannon Valentine  
Secretary of Transportation  
Chair, Commonwealth Transportation Board  
P.O. Box 1475  
Richmond, VA 23218

Dear Secretary Valentine:

On behalf of the Central Virginia Transportation Authority, I am writing to share the excitement that the Authority holds regarding our ability to advance key regional transportation improvements in the Richmond Region. One particular project that the CVTA is committed to making a reality is the Fall Line. As you know, this 43-mile regional trail will course through seven localities, cross the Chickahominy, James, and Appomattox Rivers, and connect with parks, businesses, and schools along the way. Running north to south, the Fall Line will be the spine of a regional trail network connecting with the Virginia Capital Trail in Richmond and the Appomattox River Trail in Petersburg.

As regional priorities are being developed, we wanted to share with you and the CTB that the CVTA is committed to providing the required match for the consensus scenario Round IV Smart Scale allocations directed to additional Fall Line projects.

As we strive to be a resource for our region and provide much-needed transportation funding for regional priority projects, I continue to view our partnership with VDOT and the Commonwealth Transportation Board with the highest regard. Thank you for your dedication to your craft and I look forward to a long, productive relationship.

Sincerely,

Frank J Thornton  
Chair

CAP

pc: Kevin Carroll, CVTA Vice Chair





June 14, 2021

Mark Warner  
United States Senate  
703 Hart Senate Office Building  
Washington, DC 20510

Dear Senator Warner:

On behalf of the Central Virginia Transportation Authority, I am writing to share the excitement that the Authority holds regarding our ability to advance key regional transportation improvements in the Richmond Region. One particular project that the CVTA is committed to making a reality is the Fall Line. As you know, this 43-mile regional trail will course through seven localities, cross the Chickahominy, James, and Appomattox Rivers, and connect with parks, businesses, and schools along the way. Running north to south, the Fall Line will be the spine of a regional trail network connecting with the Virginia Capital Trail in Richmond and the Appomattox River Trail in Petersburg.

As we near the end of its first year of operation, we wanted to share with you that the CVTA is committed to making the completion of the trail a regional priority.

We strive to be a resource for our region and provide much-needed transportation funding for regional priority projects, and I continue to view our partnership with you and the rest of Virginia's delegation in the highest regard. Thank you for your dedication to your constituents and I look forward to a long, productive relationship.

Sincerely,

Frank J Thornton  
Chair

CAP

pc: Kevin Carroll, CVTA Vice-Chair



June 14, 2021

Rob Wittman  
United States House of Representatives  
2055 Rayburn House Office Building  
Washington, DC 20515

Dear Representative Wittman:

On behalf of the Central Virginia Transportation Authority, I am writing to share the excitement that the Authority holds regarding our ability to advance key regional transportation improvements in the Richmond Region. One particular project that the CVTA is committed to making a reality is the Fall Line. As you know, this 43-mile regional trail will course through seven localities including the First District, cross the Chickahominy, James, and Appomattox Rivers, and connect with parks, businesses, and schools along the way. Running north to south, the Fall Line will be the spine of a regional trail network connecting with the Virginia Capital Trail in Richmond and the Appomattox River Trail in Petersburg.

As we near the end of its first year of operation, we wanted to share with you that the CVTA is committed to making the completion of the trail a regional priority.

We strive to be a resource for our region and provide much-needed transportation funding for regional priority projects, and I continue to view our partnership with you and the rest of Virginia's delegation in the highest regard. Thank you for your dedication to your constituents and I look forward to a long, productive relationship.

Sincerely,

A handwritten signature in black ink that reads "Frank J. Thornton". The signature is written in a cursive style with a large, prominent "F" and "T".

Frank J Thornton  
Chair

CAP

pc: Kevin Carroll, CVTA Vice-Chair

**CVTA AGENDA 6/25/21; ITEM B.6.b.**

**Certification Reporting – FY22 Local Allocation Plan**

**Central Virginia Transportation Authority**

**REQUESTED ACTION:** Acceptance of the member locality spending plans for fiscal year 2022 to satisfy CVTA Bylaws requirements for confirmation of project and program eligibility.

**BACKGROUND:** The Central Virginia Transportation Authority has a responsibility under the Code of Virginia and its own bylaws to responsibly allocate revenues collected on behalf of the authority to eligible transportation uses.

This local allocation plan is called for in the [CVTA Bylaws \(C.1.d\)](#) and is intended to serve as an outlook on what the intent of each member jurisdiction might be for CVTA revenues.

Reporting may differ between each of the jurisdictions. The types of expenditures representing the breadth of local priorities are not exactly the same and the reporting for each will be different. This local allocation plan is able to be updated by member localities on a quarterly basis so that adjustments may be made throughout the year.

**CVTA TAC RECOMMENDATION:** The CVTA Technical Advisory Committee recommends acceptance of the FY22 Local Allocation Plan.

**STAFF RECOMMENDATION:** Staff concurs with the CVTA Technical Advisory Committee recommendation.

**ACTION REQUESTED:** The following resolution is presented for CVTA approval:

**RESOLVED**, that the Central Virginia Transportation Authority (CVTA) accepts the FY22 member Local Allocation Plan.

CVTA FY22 Local Allocation Plan

Jurisdiction	Name	Description	UPC (N/A if none)	Type *	If Type is "Other", explanation	Estimated Total Cost	Proposed CVTA Funds	Proposed Future CVTA Funds	Other Committed Funds	Notes on other funds	Remaining Funds Needed
Richmond	Pavement Maintenance & Infrastructure Program	City Wide 9 Districts		Operations/Maintenance			\$ 6,527,120				\$ (6,527,120)
Richmond	Personnel for Signals Maintenance/ Transportation Engineering/Pavement/Multimodal/ROW/Safety Program	City Wide 9 Districts		Staffing			\$ 3,462,132				\$ (3,462,132)
Richmond	Transportation Engineering	City Wide 9 Districts		Safety	Safety/Operations/Maintenance		\$ 2,990,793				\$ (2,990,793)
Richmond	Maintenance Operations	City Wide 9 Districts		Operations/Maintenance			\$ 1,310,976				\$ (1,310,976)
Richmond	Bridge and Roadway Projects	Capital Improvement Program		Safety	Safety/Capacity Expansion		\$ 1,574,781				\$ (1,574,781)
Richmond	Multimodal Transportation Planning and Projects	City Wide 9 Districts		Other	Transit/Mobility/Bicycle/Pedestrian		\$ 1,127,000				\$ (1,127,000)
Henrico	Countywide Pedestrian Improvements		N/A	Bicycle/Pedestrian		\$ 2,500,000	\$ 2,500,000			May be matched w/ Revenue Share	\$ -
Henrico	Countywide Engineering Feasibility Studies		N/A	Safety		\$ 500,000	\$ 500,000				\$ -
Henrico	Countywide Safety and Mobility Improvements		N/A	Safety		\$ 1,000,000	\$ 1,000,000				\$ -
Henrico	Unallocated Funds		N/A	Other		\$ 18,500,000	\$ 18,500,000				\$ -
Hanover	Pole Green Rd	Widen from 2-4 lanes btwn Bell Creek Rd & Rural Point Rd	109260	Roadway Capacity Expansion		\$ 20,506,125	\$ 2,000,000	\$ 2,000,000	\$ 16,506,125		\$ -
Hanover	Rt. 360/Lee Davis Rd	Widen Rt. 360 btwn Wynbrook Ln & Sujen and Lee Davis Rd north and south of the Rt. 360	13551	Roadway Capacity Expansion		\$ 25,311,118	\$ -	\$ 1,951,140	\$ 23,359,978		\$ -
Hanover	Atlee Station Rd (Ph. 2)	Widen from 2-4 lanes btwn Warren Ave. & Kings Charter Dr.	115195	Roadway Capacity Expansion		\$ 31,530,000	\$ -	\$ 4,836,532	\$ 26,693,468		\$ -
Hanover	Atlee Station Rd (Ph. 3)	Widen from 2-4 lanes btwn Kings Charter Dr & Sliding Hill Rd	N/A	Roadway Capacity Expansion		\$ 33,500,000	\$ 1,000,000	\$ 22,500,000	\$ -	Plan to apply for \$10M in FY 27 & 28 Rev. Sh. funds	\$ 10,000,000
Hanover	Creighton Rd/Creighton Pkwy/Walnut Grove Rd	Convert intersection to a roundabout	N/A	Roundabout		\$ 6,430,000	\$ 930,000	\$ 5,500,000	\$ -		\$ -
Hanover	Lewisstown Rd/Ashcake Rd	Convert intersection to a roundabout	N/A	Roundabout		\$ 5,635,000	\$ 600,000	\$ 5,035,000	\$ -		\$ -
Hanover	Cool Spring Rd	Reconstruct 2-lane road	N/A	Roadway Reconstruction		\$ 10,000,000	\$ 750,000	\$ 9,250,000	\$ -		\$ -
Hanover	Rt. 301	Convert SB shoulder to thru/right-turn lane btwn Atlee Rd & Atlee Station Rd	N/A	Roadway Capacity Expansion		\$ 1,215,000	\$ 400,000	\$ 815,000	\$ -		\$ -
Hanover	Rural Paving Rehab	Rehabilitate/resurface various rural secondary roads to include shoulder wedging (on-going, to be funded on an annual basis)	N/A	Paving		\$ 3,500,000	\$ 3,500,000	\$ -	\$ -		\$ -
Hanover	Economic Development Road Improvements	Construct various improvements to support economic development (on-going, to be funded on an annual basis)	N/A	Economic Development		\$ 1,000,000	\$ 1,000,000	\$ -	\$ -		\$ -
Hanover	Engineering Support FTE	New position to support the development of road projects (on-going, to be funded on an annual basis)	N/A	Staffing		\$ 100,000	\$ 100,000	\$ -	\$ -		\$ -
Ashland	Vaughan Road Overpass	Grade Separated Crossing at Vaughan/Archie Cannon. Funds used for leverage of other funding.	N/A	Bridge		\$ 38,500,000	\$ 300,000				\$ 38,200,000
Ashland	Economic Development Road Improvements	Construct various improvements to support economic development.	N/A	Roadway Capacity Expansion		\$ 8,000,000	\$ 200,000				\$ 7,800,000
Ashland	England Street Streetscape Project	Engineering and construction of streetscape improvements.	N/A	Bicycle/Pedestrian		\$ 10,000,000	\$ 60,000				\$ 9,940,000
Chesterfield	Nash Road (Beach Road - Route 10) Extension	New 2-lane road	107088	New Alignment		\$ 30,000,000	\$ 5,000,000		\$ 25,000,000	Revenue Sharing and CVTA	\$ -
Chesterfield	Woolridge Road (Route 288 - Old Hundred Road) Extension	New 4-lane road	112974	New Alignment		\$ 54,487,100	\$ 4,430,442		\$ 9,758,382	Revenue Sharing and CVTA	\$ 40,298,276
Chesterfield	Woolridge Road (Watermill Pkwy - Genito Rd) Widening	Widening and Intersection Improvements	N/A	Roadway Capacity Expansion		\$ 16,882,500	\$ 3,432,000				\$ 13,450,500
Chesterfield	Centralia Road/Old Wrexham Road Roundabout	Roundabout and Bike/Ped Accommodations	N/A	Innovative Intersection		\$ 5,000,000	\$ 2,200,000				\$ 2,800,000
Chesterfield	Powhite Parkway Extension: Little Tomahawk Ck - Woolridge Rd; Charter Colony Grade-Separation; Brandermill Pkwy Overpass	New 4-lane road	N/A	New Alignment		\$ 170,000,000	\$ 2,786,307				\$ 167,213,693
Chesterfield	Route 10 (Route 288 - Courthouse Rd) Weave Mitigation	Roadway and Intersection Improvements	N/A	Innovative Intersection		\$ 23,000,000	\$ 3,813,000				\$ 19,187,000

TOTAL \$ 517,096,843 \$ 71,994,551 \$ 51,887,672 \$ 101,317,953 \$ 291,896,667

\* If Type is "Staffing" then only list cost of position directly related to transportation tasks - not including fringe/overhead, etc.

## **Agenda Item B.8.**

*Second Reading of the CVTA Bylaws Amendment*

**Action Item:** *Motion to approve amendment to the Bylaws per first reading on May 25, 2021.*

# BYLAWS

## OF

### THE CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

Approved:

August 27, 2020

Amended and Readopted:

June XX, 2021

## ARTICLE I

### POWERS AND DUTIES

The Central Virginia Transportation Authority (the “Authority”) shall have all of the authority, powers and duties, and shall be subject to the limitations and restrictions, set forth in Chapter 37 of Title 33.2 of the Code of Virginia of 1950, as amended (the “Virginia Code”), as such may be amended from time to time (the “Act”).

## ARTICLE II

### MEMBERSHIP

**A. Authority Members.** The Authority consists of ~~sixteen~~ seventeen (~~16~~17) members (“Members” or “Member”) as follows:

1. The chief elected officer, or his/her designee, of the governing body of each of the seven (7) counties embraced by the Authority.
2. The chief elected officer, or his/her designee, of the City of Richmond and the Town of Ashland.
3. One member of the House of Delegates who resides in a county or city embraced by the Authority and appointed by the Speaker of the House.
4. One member of the Senate who resides in a county or city embraced by the Authority and appointed by the Senate Committee on Rules.
5. One member of the Commonwealth Transportation Board who resides in a locality embraced by the Authority and is appointed by the Governor.
6. The following shall serve as nonvoting ex officio members of the Authority:

- a. The Director of the Virginia Department of Rail and Public Transportation, or his/her designee,
- ~~b.~~ The Commissioner of Highways, or his/her designee,
- ~~b.c.~~ The Executive Director of the Virginia Port Authority, or his/her designee,
- ~~e.d.~~ The Chief Executive Officer of the Greater Richmond Transit Company (GRTC), and
- ~~e.e.~~ The Chief Executive Officer of the Richmond Metropolitan Transportation Authority (RMTA).

**B. Designees.** If a Member of the Authority described in Article II, section A, subsection (1) or (2) is unable to attend a meeting of the Authority, the Member may designate another current elected official of such governing body to attend the meeting of the Authority. Such designation shall be for the purposes of the one meeting that the Member is unable to attend and shall be submitted in writing or electronically to the Chair of the Authority at least forty-eight (48) hours prior to the affected meeting.

**C. Terms of Membership.** All Members of the Authority shall serve terms coincident with their terms of office.

### ARTICLE III

#### OFFICERS AND DUTIES

**A. Officers.** The Authority shall annually elect from its voting Members a Chair and Vice Chair. The Authority may further elect such other subordinate officers from among its Members as it may from time to time deem appropriate. The election of officers shall be conducted in accordance with the voting procedures set forth in Article IV, section K.

**B. Terms of Office.** Officers of the Authority shall be elected at the annual organizational meeting of the Authority, to serve for a term of one (1) year or until a successor is elected, unless sooner removed by the Authority or the person ceases to be a Member of the Authority. All officers shall be eligible for reelection; provided, however, no officer may serve more than two (2) consecutive one (1) year terms. Any officer who serves a partial term shall not be considered as serving a full term for purposes of this limitation. Any vacancy occurring in an office will be filled for the unexpired term by the Authority at the next regular meeting (or at an earlier special meeting called for that purpose) following the occurrence of such vacancy.

**C. Nominating Committee.** At a regular meeting held preceding the annual organizational meeting at which the election of officers will be held, the Chair shall appoint a nominating committee, subject to the approval of the Authority. At the annual organizational meeting, the nominating committee shall submit the name or names of one or more persons for ~~each office to be filled~~the offices of Chair and Vice Chair and for the two (2) Finance Committee members appointed by the Authority. Additional nominations may be made by any Member at the annual meeting.

**D. Chair.** The Chair shall preside over all meetings of the Authority at which he or she is present and shall vote and make motions as any other Member. The Chair shall be responsible

for the implementation of the actions taken, and policies established by the Authority, shall have all of the powers and duties customarily pertaining to the office of Chair, and shall perform such other duties as may from time to time be established by the Authority.

**E. Vice Chair.** In the event of the absence of the Chair, or the inability of the Chair to perform any of the duties of the office or to exercise any of the powers thereof, the Vice Chair shall perform such duties and possess such powers as are conferred on the Chair, and shall perform such other duties as may from time to time be assigned to the Vice Chair by the Chair or be established by the Authority.

## **ARTICLE IV**

### **MEETINGS**

**A. Annual Organizational Meeting.** The regular meeting for the month of July shall serve as the annual organizational meeting for the purpose of electing officers and transacting such other business as may come before the meeting.

**B. Regular Meetings.** Regular meetings of the Authority shall be held on a periodic basis as determined by resolution of the Authority, but not less frequently than once per quarter, at a place to be determined by the Chair, or at such time and place as the Authority may determine.

**C. Special Meetings.** Special meetings shall be held when requested by two (2) or more Authority Members. Such request shall be in writing, addressed to the Chair, and shall specify the matter(s) to be considered at the meeting. Upon receipt of such request, the Chair shall immediately ensure the necessary coordination for a meeting site and time and cause notice to be provided to each Member of the Authority to attend the special meeting at the time and place specified. Such notice shall specify the matter(s) to be considered at the meeting, and shall be sent by electronic (e.g., email) or telephonic means. No matter not specified in the notice shall be considered at such special meeting unless all Members of the Authority are present.

**D. Adjourned Meetings.** Any regular or special meeting may be adjourned to a date and time certain.

**E. Public Notice.** All meetings of the Authority shall be preceded by public notice given in accordance with the provisions of the Virginia Freedom of Information Act, Section 2.2-3707, et seq. of the Virginia Code. Notice of all meetings shall be published on the Authority's website and available in the offices of the Authority.

**F. Public Hearing.** Public hearings may be held at the direction of the Authority and shall, unless otherwise specified by the Authority or these Bylaws, be upon notice published on the Authority's website and in a newspaper or newspapers having general circulation in the geographic area encompassed by the Authority, if required by applicable law.

**G. Open Meetings.** All Authority meetings shall be open to the public in accordance with the Virginia Freedom of Information Act (Virginia Code §2.2-3700 et seq.), provided that the



Authority may meet in closed session for those purposes authorized by, and held in accordance with the requirements of the Virginia Freedom of Information Act.

**H. Quorum.** A majority of voting Members of the Authority, or their designees pursuant to Article II, section B, shall constitute a quorum. Vacancies shall not be considered in the establishment of a quorum.

**I. Temporary Absence.** No action shall be voted upon by the Authority unless a quorum is present or achieved by members participating by electronic communication means; provided, however, that the temporary absence from the meeting room of Members (or designees attending pursuant to Article II, section B) required to constitute a quorum shall not be deemed to prevent presentations or deliberations regarding any matter that may be submitted to a vote. The Chair or any other Member may note the absence of a quorum during presentations or deliberations, but a failure to note the absence of a quorum during that period shall not affect the requirement that a quorum exist when any vote is taken.

**J. Decisions of the Authority.** The Authority shall act in one of the following ways:

1. Resolution – The Authority may act upon adoption of a resolution. Resolutions shall be in writing and a copy of any proposed resolution shall be provided to all Members of the Authority before the resolution is proposed for adoption.
2. Motion – The Authority may act on oral motion made by any voting Member of the Authority (or a designee attending pursuant to Article II, section B).

**K. Voting.** Votes shall be taken only upon motions made and seconded. All voting shall be taken by voice or by roll call if requested by any voting Member (or any designee attending pursuant to Article II, section B).

1. Votes – Votes of the chief elected officers of localities or their designees, appointed to the Authority shall be weighed, based upon the population of the locality, as follows:
  - a. A vote cast by each member representing the Counties of Chesterfield and Henrico and the City of Richmond shall each constitute four (4) votes.
  - b. A vote cast by the member representing the County of Hanover shall constitute three (3) votes.
  - c. A vote cast by each member representing the Counties of Goochland, New Kent and Powhatan shall each constitute two (2) votes.
  - d. A vote cast by each member representing the Town of Ashland and the County of Charles City shall each constitute one (1) vote.
2. The Delegate, the Senator, and the member of the Commonwealth Transportation Board appointed to the Authority shall each receive one (1) vote.
3. For the purposes of this section, each voting Member of the Authority refers to the Member or if a Member has a designee attending pursuant to Article II, section B,

then that Member's designee. Each voting Member of the Authority shall be entitled to one (1) vote in all matters requiring action by the Authority and those votes shall be weighted as described in K.1. Decisions of the Authority shall require an affirmative vote of those present and voting whose votes represent at least four-fifths of the population embraced by the Authority; however, no motion to fund a specific facility or service shall fail because of this population criterion if such facility or service is not located or to be located or provided or to be provided within the county or city whose chief elected officer's or elected official's, or its respective designee's, sole negative vote caused the facility or service to fail to meet the population criterion. The population of the counties and cities embraced by the Authority shall be the population as determined by the most recently preceding decennial census, except that on July 1 of the fifth year following such census, the population of each county and city shall be adjusted, based on population estimates made by the Weldon Cooper Center for Public Service of the University of Virginia, and such adjusted population shall be utilized for the following years until the next decennial census.

**L. Commencement of Meetings.** At the times specified for the commencement of regular meetings, and at the hour specified for adjourned or special meetings, the Chair shall call the meeting to order, and shall ensure that the presence of Members (or their designees) or absence is noted. A quorum shall be required for the commencement of any meeting.

**M. Agenda.** The Chair shall prepare an agenda for each meeting. Any Member having matters to be considered by the Authority shall submit them to the Chair for inclusion on an appropriate agenda. The agenda for an upcoming meeting shall be sent to the Members prior to the meeting date (for regular meetings, the Chair should endeavor to provide the agenda at least ten (10) days in advance).

**N. Minutes.** Minutes of the meetings of the Authority, except closed sessions, shall be kept and be a public record. Copies of the minutes shall be provided to each Member prior to the meeting at which the minutes are to be presented for approval by the Authority.

**O. Closed Sessions.** If a closed session is required at a meeting, consistent with purposes permitted by Virginia law, the agenda shall specify a time or position on the agenda, generally after all public business has concluded, for such a closed session properly called and conducted in accordance with Virginia law. When so requested, the Chair may permit a closed session at any other time prior to consideration of any agenda item provided that the purpose of the closed session and the procedure used to go into closed session are in accordance with Virginia law.

**P. Member participation and meetings conducted by electronic communication means.**

1. The Authority may authorize members to participate in a meeting by electronic communication means pursuant to policies adopted by the Authority in compliance with the Virginia Freedom of Information Act and other applicable laws.
2. The Authority may meet by electronic communication means without a quorum

physically assembled at one location when the Governor has declared a state of emergency and in compliance with applicable law, or when otherwise authorized by applicable law. Meetings conducted by electronic communication means shall comply with the Virginia Freedom of Information Act, other applicable laws, and Authority policies.

**Q. Order in Conduct of Business.**

1. Persons Addressing the Authority. Prior to public comment and public hearings, the Authority will provide guidelines for length of presentation by individuals and group representatives. Persons speaking at a meeting or public hearing shall confine their remarks to the subject of the meeting or public hearing. Persons addressing the Authority may furnish the Chair and Members with a written copy of their remarks, at or before the meeting.
2. Reorder by Chair. At the discretion of the Chair, the conduct of business by the Authority may be reordered to allow earlier consideration of matters about which a substantial number of persons desire to address the Authority or for any other legitimate reason.
3. Recognition. Recognition shall be given only by the Chair. No person shall address the Authority without first having been recognized.
4. Questions. Questions by Members (or their designees) shall be reserved insofar as possible for the end of a presentation to avoid interrupting the speaker, disrupting the time-keeping process, and duplicating ground the speaker may cover.
5. Authority Discussion. – Discussion and debate by the Authority shall be conducted following the presentation of the item of business pending. No Member (or designee) shall speak to the item until recognized by the Chair.

**R. Decorum.**

1. Authority Members. Decorum of Members (and designees) shall be maintained in order to expedite disposition of the business before the Authority. Questions and remarks shall be limited to those relevant to the pending business. Members (and designees) shall address all remarks to the Chair.
2. Others. Decorum of persons other than Members shall be maintained by the Chair. Persons addressing the Authority shall first be recognized by the Chair and shall audibly state their name and address, and, if applicable, who they represent. Speakers shall limit their remarks to those relevant to the pending items and to answering questions. They shall address the Authority as a whole unless answering a question of an individual Member (or designee). Persons whose allotted time to speak has expired shall be advised by the Chair to conclude after which such person shall leave, unless he or she is asked to remain to answer questions

from the Authority. The Chair shall call the speaker to order if out-of-order remarks are made or other indecorous conduct occurs. If such persists, the Chair shall rule the speaker out-of-order and direct the speaker to leave. Groups or a person in the audience creating an atmosphere detrimental or disturbing to the conduct of the meeting will be asked to leave by the Chair.

**ARTICLE V**

**COMMITTEES**

**A. Open Meeting Requirement.** Authority appointed committees and subcommittees shall comply with the open meeting requirements of the Virginia Freedom of Information Act.

**B. Finance Committee.**

1. Charge. This committee shall be responsible for advising the Authority on all financial matters and overseeing financial activities undertaken by the Authority, including:
  - a. Reviewing, commenting on, and recommending the annual budget and adjustments to the budget,
  - b. Reviewing annual revenue estimates,
  - c. Recommending the Authority’s financial policies (e.g., bond, investment, procurement, risk management and small purchases) and making recommendations,
  - d. Monitoring the Authority’s compliance with fiscal policies and procedures,
  - e. Reviewing GRTC’s, or its successor’s, expenditure of funds received through the Authority on a quarterly basis,
  - f. Reviewing each locality’s expenditure of funds received through the Authority on a quarterly basis,
  - g. Reviewing financial statements, and
  - h. Working with the Auditor of Public Accounts or its legally authorized representatives in performing the annual audit of financial accounts of the Authority.
  
2. Membership. The Committee shall consist of five (5) Members of the Authority; three (3) shall be from the jurisdictions with the highest populations and two (2) shall be appointed by the Authority.

3. Chair. The Chair and the Vice Chair of the Committee shall be elected by the Committee.
4. Staff Support. Staff support may be requested by the Committee Chair from CVTA personnel, jurisdictional or other agency staff.
5. Quorum and Voting. A quorum shall consist of a majority (3) of the Committee members. Approval of recommendations shall require an affirmative vote of a majority of the Members present.

**C. Technical Advisory Committee.**

1. Charge. This committee shall be responsible for advising the Authority on all planning, project and program prioritization, selection, and programming matters, including:
  - a. Developing and recommending adjustments to the project and program eligibility, prioritization, and selection process for the regional allocations of funds received through the Authority,
  - b. Reviewing recommended projects and programs for funding identified through the prioritization process,
  - c. Reviewing, commenting on, and recommending GRTC's, or its successor's, annual plan for expenditure of regional public transportation funds received through the Authority, and
  - d. Reviewing to confirm project and program eligibility and recommending each locality's plan for expenditure of funds received through the Authority.
2. Membership. The Committee shall consist of ~~fourteen-fifteen~~ (415) members. Each of the nine (9) localities embraced by the Authority shall appoint one (1) technical representative employed by the locality to the Committee. The Virginia Department of Rail and Public Transportation (VDRPT); the Virginia Department of Transportation (VDOT); the Greater Richmond Transit Company (GRTC); the Richmond Metropolitan Transportation Authority (RMTA), the Virginia Port Authority (VPA); and, the Richmond Regional Transportation Planning Organization (RRTPO) shall each appoint one (1) representative to serve as a nonvoting member of the Committee. Each member locality, agency, and organization may appoint an alternate to the Committee.
3. Chair. The Chair and the Vice Chair of the Committee shall be elected by the Committee for a term of one-year and may be reelected for subsequent terms.
4. Staff Support. Staff support may be requested by the Committee Chair from CVTA personnel.

5. Quorum and Voting. A quorum shall consist of five (5) of the voting Committee members. Approval of recommendations or actions shall require an affirmative vote of a majority of the Members present. Either Committee members or alternates will be considered in determining meeting quorums and voting on actions of the Committee.

6. The Committee shall meet as required in the performance of its duties.

**D. Additional Committees.** The Authority may, in its discretion, form such additional advisory committees as it may deem appropriate.

**E. Ad Hoc Committees.** As needed, the Chair of the Authority may appoint ad hoc committees to pursue specific tasks (e.g., nominating committee; personnel committee, transit committee). In the absence of an appointed personnel committee, the Finance Committee shall be responsible for conducting the Executive Director's annual review, reviewing employee compensation and recommending adjustments thereto.

## ARTICLE VI

### ADMINISTRATION

**A. Executive Director.** The Authority shall employ or contract with an Executive Director who shall have direct authority for the employment, retention and supervision of all other employees of the Authority. The Executive Director shall have direct control, subject to the oversight and authority of the Authority, of the management of the day-to-day administrative affairs of the Authority. The Executive Director shall propose activities to the Authority and shall carry out policies, programs and projects approved by the Authority, and shall be responsible for preparing and presenting the annual budget. The Executive Director may not contemporaneously serve as a Member of the Authority.

**B. Staff.** The Authority may employ or contract for such staff of qualified professional and other persons as the Authority determines to be necessary to carry out its duties and responsibilities. Staff of the Authority may not contemporaneously serve as a Member of Authority.

**C. Execution of Instruments.** The Executive Director, on specific authorization by the Authority, shall have the power to sign or countersign in its behalf any agreement or other instrument to be executed by the Authority including checks and vouchers in payment of obligations of the Authority.

## ARTICLE VII

### FINANCES

**A. Allocation of Funds.** The funds received through the Authority shall be allocated as

follows: 35% shall be retained by the Authority to be used for transportation-related purposes benefitting the localities comprising Planning District 15; 15% shall be distributed to GRTC or its successor, to provide transit and mobility services in Planning District 15; and 50% shall be distributed, proportionally, to each locality located in Planning District 15 to be used to improve local mobility, which may include construction, maintenance, or expansion of roads, sidewalks, trails, mobility services, or transit located in the locality.

**B. Finances and Payments.** The monies of the Authority shall be deposited in a separate bank account or accounts in such banks or trust companies as the Authority designates, and all payments (with the exception of those from petty cash) shall be made in the most practicable manner as determined by the Authority. Checks and drafts shall be signed and countersigned by the Chair (or, in the Chair's absence, the Vice Chair), and the Executive Director (or, in the Executive Director's absence, those authorized from time-to-time by vote of the Authority or, where the Vice Chair is acting solely as a countersigning party, the Vice Chair).

**C. Audits.** The Commonwealth's Auditor of Public Accounts, or his legally authorized representatives, shall annually audit the financial accounts of the Authority, and the cost of such audit shall be borne by the Authority.

**D. Budget and Fiscal Year.** After a duly convened public hearing held in accordance with the requirements of Virginia Code § 33.2-3706(A), the Authority shall adopt an annual budget for each fiscal year, which budget shall provide for all of the revenues and the operating, capital, and administrative expenses of the Authority for the fiscal year. The fiscal year of the Authority will commence on July 1st each year and will terminate on the following June 30th. The annual budget for a fiscal year shall, except in the case of the Authority's first fiscal year, be adopted before such fiscal year begins. The Executive Director is authorized to administer the administrative budget approved by the Authority and may, in the exercise of that authority, but subject to the advice and consent of the chair of the Finance Committee, implement adjustments to the amounts allocated to line items within the administrative budget, provided that, after giving effect to those adjustments, the aggregate amount of the administrative budget is equal to or less than the then applicable Authority-approved administrative budget.

**E. Per Diem Payments.** The Authority may pay its Members for their services to the Authority a per diem in either: (1) the amount provided in the general appropriations act for members of the General Assembly engaged in legislative business between sessions, or (2) a lesser amount determined by the Authority.

**F. Bond of Officers and Others.** The officers of the Authority and such employees as the Authority so designates, may, prior to taking office or starting contract or employment, respectively, be required by the Authority to give bond payable to the Authority conditioned upon the faithful discharge of that officer's, contract employee's, or employee's duties, in such amount as the Authority may require. The premium for each such bond shall be paid by the Authority and the bond(s) shall be filed with the Authority.

## ARTICLE VIII

### ADOPTION AND AMENDMENTS

These Bylaws may be adopted upon presentation at the inaugural organizational meeting or any subsequent meeting of the Authority. After initial adoption, any proposed amendment, repeal or alteration, in whole or in part, of these Bylaws shall be presented in writing and read for a first time at a regular meeting of the Authority. Such proposal may be considered and amended at such meeting, but shall not be acted on by the Authority until a subsequent regular meeting or a special meeting called for the purpose. At such subsequent meeting, such proposal shall be read a second time, shall be subject to further consideration and amendment germane to the section or sections affected by such proposal, and shall thereafter be acted on in accordance with the voting requirements of these Bylaws.

## ARTICLE IX

### PROCEDURES

**Parliamentary Procedure.** In all matters of parliamentary procedure not specifically governed by these Bylaws or otherwise required by law, the current edition of *Robert's Rules of Order, newly revised*, shall apply.